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The Santa Clara County Public Health Department Advanced Practice Center created the *CERT Pandemic H1N1 Influenza Train-the-Trainer Toolkit* to assist local public health agencies in partnering with the CERT trainers in their jurisdictions to provide them with a pandemic H1N1 influenza training resource. The toolkit is designed to:

- Increase awareness of the threat of a pandemic influenza and its impact on the community.
- Give CERT participants the education and tools needed to increase preventive health behaviors and limit the spread of the pandemic influenza virus.

Included in this toolkit

- CD - *CERT Pandemic H1N1 Influenza Train-the-Trainer Toolkit*
- DVD - *Why Don't We Do It in Our Sleeves?*[©]

How to Use Toolkit

The *CERT Pandemic H1N1 Influenza Train-the-Trainer Toolkit* is designed to give CERT trainers easy access to all of the documents they will need in order to teach a CERT Pandemic H1N1 Influenza class. Most documents are available in their original format Microsoft Word or Microsoft PowerPoint and as an Adobe "Acrobat PDF document,"* although some documents are only available as PDF documents.

When you click on either the [Word], [PPT] or [PDF] links in each section, your computer will either open the document or ask you to save it on your computer.

Customizing the Documents

The documents in the CERT-Pandemic H1N1 Influenza Train-the-Trainer toolkit can be edited or customized to suit your specific requirements. If you wish to edit or customize these documents, you must have the Microsoft Office applications on your computer and save it to your computer. These documents can be opened and edited using either PC or Mac versions of the Microsoft software.

Most of the documents have a bar graphic heading at the top of the page referencing the APC (Advanced Practice Center). This graphic can be removed if necessary by going to the "View" menu in Microsoft Word and highlighting "Header or Footer." Once the "Header and Footer" view is accessed, you can select the graphic and delete it.

**If you do not have Microsoft Word, PowerPoint, or Adobe Acrobat on your computer, you can download the PDF Reader application from Adobe (<http://www.adobe.com/products/acrobat/readstep2.html>). The Acrobat Reader will allow you to view and print the PDF documents, but you cannot edit or customize them.*